

FACULTY TRAVEL POLICY 2024-2025

DEPARTMENT OF PSYCHOLOGY

Approved by electronic vote **09/13/2024**

Next review scheduled for 08/25

PURPOSE: To establish clear guidelines for faculty travel in the Department of Psychology. Travel dollar allocations will be based on the available funds and this faculty-approved departmental travel policy. As of the May 2020 budget cuts, Psychology does not have a formal travel budget. All travel must be paid from M&O. This policy applies to all full-time faculty.

DISTRIBUTION OF FUNDS: These amounts may change from year-to-year depending on available funds.

Tier I Travel - \$2,000 Allocation

- Faculty who have empirical papers or posters accepted for presentation. Typically, these presentations involve research findings (i.e., data) that have not been presented elsewhere.
- Conference program chairs or professional organization officers whose attendance is essential for the successful operation of the conference.
- Faculty performing professional service as discussants in academic paper presentations or as invited presenters for panel sessions.

Tier II Travel - \$1,000 Allocation

- Attendance at events that clearly enhance the faculty member's professional development as related to teaching, research, or service.

GENERAL INFORMATION:

- Faculty must comply with Texas State Travel Office policies and the State of Texas Travel Allowance Guide (<http://www.txstate.edu/gao/ap/travel/>).
- All travel requests should be initiated using a web-based departmental form at: <http://www.psych.txstate.edu/faculty/requests/travel.html>.
- Faculty may attend multiple conferences and divide the allocation such that the total amount awarded per fiscal year does not exceed \$2,000 (Example: Tier I is appropriate for two conferences and the allocation is divided at \$1,000 for each conference).
- To qualify for Tier I travel funding, a faculty member must be listed as an author in the event program with Texas State University listed as the affiliated institution and must have published at least one peer-reviewed journal article, book chapter, or book within the preceding 3 years.
- All reimbursable travel-related expenses (e.g., transportation, lodging, per diem, registration, printing, abstract fees, etc.) are subject to the funding limits above.
- The Psychology Department will not be responsible for paying fees or other additional expenses incurred due to traveler-initiated deviations from the originally established travel itinerary. Reimbursable travel expenses must remain within the funding limits described above.
- State law prohibits the use of state funds for seat upgrades, early boarding upgrades, meal upgrades, etc. These costs will not be reimbursed.
- Reimbursement for travel-related expenses occurs following completion of travel
- Travel allocation time frame is based on the University fiscal year – September 1st to August 31st.
- The Psychology Department chair shall notify faculty members if deviation from this policy is needed to address unusual budgetary circumstances.